



Open Season, Rotations and Training Requests



***Presented by: Career Management
Naval Acquisition Career
Center
Mechanicsburg, PA***



Agenda



Announcements



Rotations



Trainings



Questions



Announcements



1st Open Season

- July start
- September plans due
- Mid-October travel starts
- Travel ends 30 September

2nd Open Season

- January start
- Early March plans due
- Mid March travel starts
- Travel ends 30 September

3rd Open Season (Optional)

- May start
- Late May plans due
- June travel starts
- Travel ends 30 September



Announcements



Please ensure you read this email and the attachment in their entirety prior to contacting NACC with questions. In anticipation of FY19 funding being available, we would like to start soliciting requests for NACC funded external rotations, technical trainings, program reviews and professional development training in accordance with your IDP requirements.

Please adhere to the following caveats:

External Rotations:

- Rotation cannot exceed \$25K in cost
- Minimum 31 days in length
- Maximum 90 days in length
- All career fields eligible for one paid external rotation
- Must have one year in the program on travel start date
- Courses for DAWIA Level I certification must be complete
- If an external rotation has already been completed you are not eligible for an additional NACC funded rotation

This message was sent from:
From: Praydis, Robert
To:
Cc:
Subject: ACTION: N
Signed By: robert.praydis

Message

CFMs and NADP Employees,
Please ensure you read this email in its entirety prior to contacting NACC with questions. In anticipation of FY19 funding being available, we would like to start soliciting requests for NACC funded external rotations, technical trainings, program reviews and professional development training in accordance with your IDP requirements.

We are pleased to announce that the NACC is currently accepting requests for external rotations, technical trainings, program reviews and professional development training in accordance with your IDP requirements.

*** NEW ***
-Priority will be given to employees who are currently in the process of completing their IDP.

Please adhere to the following caveats:
External Rotations:
-Rotation cannot exceed \$20K in cost
-Minimum 31 days in length
-Maximum 90 days in length
-All career fields eligible for one paid external rotation
-Acceptable progress on courses
-If an external rotation has already been completed you are not eligible for an additional NACC funded rotation
-For travel 31 days and over, a travel order must be submitted.

**The preferred method of travel is by commercial aircraft as outlined on the NACC website under the Rotation Section.

Training Requests (Program reviews and professional development training)
Please refer to the NACC website for guidance on the NADP website.

Reminder: All AJLD classes and courses must be completed by the end of the fiscal year.

**A COMPLETE and CORRECT request must be submitted to the NACC website at <http://www.secnavy.navy.mil/nacc>.

Schedule for submission of requests:
-2/7/2018 Open Season begins
-3/9/2018 Funding request and program review submission deadline
-3/12/2018 NACC submits funding request to the SECNAV
-3/14/2018 Approved funding
-3/19/2018 Approved travel orders
-4/9/2018 First travel commences
-9/28/2018 All FY18 travel completed



Announcements



Schedule for submission of requests as follows:

-08/08/2018 Open Season begins

-08/31/2018 Funding request and estimates due to NACC via
NACC_Career_Management@navy.mil email box

09/10/2018 NACC submits funding plans/costs to NETC for approval
(no employee action)

-09/17/2018 Approved funding request will be sent according to travel
departure date order by your Career Manager

-09/24/2018 Approved travelers begin to submit DTS authorizations

-10/22/2018 First travel commences no earlier than 30 days following
submission of funding request (Pending NACC Budget Approval)

-09/30/2019 All FY18 travel complete

This message was sent with High importance.

From: Praydis, Robert CTV ASN/PD&A\ NACC on behalf of NACC CAREER MANAGEMENT

To:

Cc:

Subject: ACTION: N

Signed By: robert.praydis

Message

FAQ FY

CFMs and NADP Employees,

Please ensure you read this email

We are pleased to announce the

*** NEW ***

-Priority will be given to employees
at the discretion of the local command

Please adhere to the following
External Rotations:

- Rotation cannot exceed 520K
- Minimum 31 days in length
- Maximum 90 days in length
- All career fields eligible for on
- Acceptable progress on course
- If an external rotation has already
- For travel 31 days and over,

**The preferred method of travel request is through the website under the Rotation Section

Training Requests (Program request for guidance on the NADP website)

Reminder: AI/AJLD classes and

**A COMPLETE and CORRECT package must be received. Any incomplete or incorrect packages will be returned unprocessed. Please refer to the guidance provided in the NADP Operating Guide and on our website
<http://www.secnav.navy.mil/rda/workforce/Pages/NADP.aspx> **

Schedule for submission of requests as follows:

- 2/7/2018 Open Season begins
- 3/9/2018 Funding request and estimates due to NACC via NACC_Career_Management@navy.mil email box
- 3/12/2018 NACC submits funding plans/costs to NETC for approval (no employee action)
- 3/14/2018 Approved funding request will be sent according to travel departure date order by your Career Manager
- 3/19/2018 Approved travelers begin to submit DTS authorizations
- 4/9/2018 First travel commences. However, DTS must be submitted 30 days prior to departure date
- 9/28/2018 All FY18 travel complete



Announcements



This message was sent with High importance.

From: Praydis, Robert CIV ASN(RD&A), NACC on behalf of NACC_CAREER_MANAGEMENT
To:
Cc:
Subject: ACTION: NADP FY18 OPEN SEASON 2
Signed By: robert.praydis@navy.mil

Sent: Wed 2/7/2018 11:27

Message

CFMs and NADP Employees,

Please ensure you read this email.

We are pleased to announce the

*** NEW ***
-Priority will be given to employees at the discretion of the local command.

Please adhere to the following External Rotations:

- Rotation cannot exceed \$20K in length
- Minimum 31 days in length
- Maximum 90 days in length
- All career fields eligible for one rotation
- Acceptable progress on courses for DAWIA Level I certification must be made
- If an external rotation has already been completed you are not eligible for an additional NACC funded rotation
- For travel 31 days and over, the mandatory 75% flat rate rule for per diem (Lodging AND M&IE) will be applied, per the Joint Travel Regulation (JTR) para 020311

**The preferred method of travel is via airplane unless you are traveling less than 400 miles. If you are planning to travel using an alternate method you MUST complete the NACC approved Cost Comparison Worksheet, which is located on the NADP website under the Rotation Section.

Training Requests (Program reviews, professional development training and technical trainings) are to be submitted at least 60 days prior to the scheduled start date of the course. It is not necessary to submit these via Open Season. Please see the guidance on the NADP website under the Training Section.

Reminder: AI/AJLD classes and IDP required Technical Training Classes are exempt from Open Seasons (course schedules available throughout the year via the eDACM website under continuous learning)

A COMPLETE and CORRECT package must be received. Any incomplete or incorrect packages will be returned unprocessed. Please refer to the guidance provided in the NADP Operating Guide and on our website <http://www.secnv.navy.mil/rda/workforce/Pages/NADP.aspx>.

Schedule for submission of requests as follows:

- 2/7/2018 Open Season begins
- 3/9/2018 Funding request and estimates due to NACC via NACC_Career_Management@navy.mil email box
- 3/12/2018 NACC submits funding plans/costs to NETC for approval (no employee action)
- 3/14/2018 Approved funding request will be sent according to travel departure date order by your Career Manager
- 3/19/2018 Approved travelers begin to submit DTS authorizations
- 4/9/2018 First travel commences. However, DTS must be submitted 30 days prior to departure date
- 9/28/2018 All FY18 travel complete

It is the travelers' responsibility to ensure they have a Government Travel Credit Card (GTCC) issued by their command in time for the start of travel. Rotational assignments can be expensive. Travelers and commands should determine the proper GTCC credit limits and discuss with their local Agency Program Coordinators (APC) if the credit limits need to be adjusted.



Rotations



**Internal
Rotations**

**External
Rotations**

Rotation Types

**Rotations
Outside DON**

**OCONUS
Rotations**

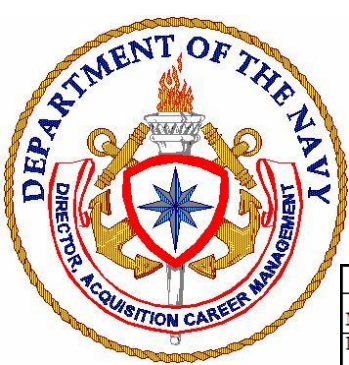


Internal Rotations



- No cost
- How the organization works
- Across the hall, parking lot or base





External Rotations



DON Acquisition Development Program Rotation Request Form			
Name: <input type="text"/>		Rotation <input type="text"/>	
Homeport Command: <input type="text"/>		Homeport Activity: <input type="text"/> (include city & state)	
DAWIA Level I Courses Complete: <input type="text"/>		EOD Date: <input type="text"/>	Estimated Travel Costs From DTS: \$ <input type="text"/>
Rotation Command: <input type="text"/> <small>(if other include in location)</small>		Rotation Location: <input type="text"/> <small>(include city & state)</small>	



External Rotations



Rotational Assignment Career Field Manager:	
Name: <input type="text"/>	<input type="text"/>
Email: <input type="text"/>	<input type="text"/>
Phone: <input type="text"/>	<input type="text"/>
NACC Career Manager: <input type="text"/>	<input type="text"/>



External Rotation Guidelines



- **90 days maximum**
- **30 days minimum**
- **\$25K**
- **Scheduled via Open Seasons**
- **Onboard 1 year at rotation start date**
- **DAWIA Level I classes complete**
- **Acceptable performance**





Rotations Outside the DON



- **Training is not readily available within DON**
 - **Established working relationship**
 - **Ongoing project**

No Legislative Branch Rotations



OCONUS Rotations



1/



Com.



required

10K



approval



OCONUS Rotations



1/2

GLOBAL TRAVEL



\$10K



**Commanding Officer or Senior Civilian justification
and approval required**



Time and Attendance



- **Employees remain tied to their homeport for time and attendance**
- **Employee must communicate in advance any work, schedule, travel, leave and other requirements with both homeport and rotational supervisor**
- **Leave generally not approved**

Job Rotation





Time and Attendance



Week 1 (08/25/2018) EVT: <input checked="" type="checkbox"/> Verified on 08/23/2018 Sequence 0 Certified by FEVOLA RONALD M on 08/30/2018 Sent to DCPS Prior Pay Changes													
Row	ION*	Ehz	ND	THC*	Sun 08/19	Mon 08/20	Tue 08/21	Wed 08/22	Thu 08/23	Fri 08/24	Sat 08/25	Total	Inj Date
1	N50556PRNFBN11RG1A10	TW	<input type="checkbox"/>	RG		6.00						6.00	
2	N50556PRNFBN11LA1RH0		<input type="checkbox"/>	LA		4.00						4.00	
3	N50556PRNFBN11RG1A10		<input type="checkbox"/>	RG			10.00	10.00	10.00			30.00	
Actual Totals:						10.00	10.00	10.00	10.00			40.00	Actual PP Total 80.00
Sched Totals:						10.00	10.00	10.00	10.00			40.00	Sched PP Total 80.00

Week 2 (09/01/2018) EVT: <input checked="" type="checkbox"/> Verified on 08/23/2018 Sequence 0 Certified by FEVOLA RONALD M on 08/30/2018 Sent to DCPS Prior Pay Changes													
Row	ION*	Ehz	ND	THC*	Sun 08/26	Mon 08/27	Tue 08/28	Wed 08/29	Thu 08/30	Fri 08/31	Sat 09/01	Total	Inj Date
1	N50556PRNFBN11RG1A10	TW	<input type="checkbox"/>	RG		10.00						10.00	
2	N50556PRNFBN11RG1A10		<input type="checkbox"/>	RG			10.00	5.50	10.00			25.50	
3	N50556PRNFBN11LA1RH0		<input type="checkbox"/>	LA				4.50				4.50	
Actual Totals:						10.00	10.00	10.00	10.00			40.00	Actual PP Total 80.00
Sched Totals:						10.00	10.00	10.00	10.00			40.00	Sched PP Total 80.00

Naval Acquisition Development Program (NADP) employees are responsible for ensuring their time and attendance is correctly entered and certified at their local command/activity via SLDCADA for each pay period. – NADP Payroll Guide



Visit Requests/Foreign Travel



- **Visit request to the rotational command**
- **Foreign Travel (Business or Pleasure)**
 - **CNO requires the Antiterrorist/Force Protection (ATFP) briefing be completed within six months prior to overseas travel**
 - **Employees must also contact their Host Command Security office on foreign travel for any requirements they may have above and beyond that of NACC.**

Visit request/Foreign travel procedures located on the NADP Website



Not Part of Open Season



AILD/AJLD

Travel funding for both are available all year

DAU courses required for certification in primary career field

Any funded technical training, professional development training and program review

AILD/AJLD and DAU should be most cost effective location



Funded Training Request Requirements



NADP Website – Operating Guide



NADP Employees, CFMs, & Supervisors

NADP Employees

DPMAP	Welcome Aboard Information
Development Plans	Bulletin Board Announcements
Policy & Guidance	Travel
Rotations	Training
Defense Acquisition University	eDACM
AWTAP	DCPDS, MyBiz & MyWorkplace
Total Workforce Management Services	Performance Plans
Official Forms	Career Management
Payroll	NACC Security
EEO & OCHB	Host Commands
"How To" Guides	Links
Contact Us	FAQs



Policy & Guidance

Policy

Type	Document Title
	NADP Operating Guide
	DON DAWIA Operating Guide
	Payroll Guide

Quick Reference Guides

Type	Name
	Consolidated Quick Reference Guide

USERRA

Type	Name
	USERRA Poster
	Department of Labor - USERRA Advisor
	VETS USERRA Fact Sheet

Appendix G - NACC Funded Travel Procedures



Training Request

(Technical Training, Professional Development Training, and Program Reviews)



- **Training cannot exceed \$4K to include travel and tuition**
- **A completed SF182 is required for training that has a tuition cost (ONLY use signature blocks 1a-1e)**
- **Course description related to the training request**
- **Course cost from training provider**
- **IDP Summary noting the requirement to include city, state and dates of training for those without tuition cost**



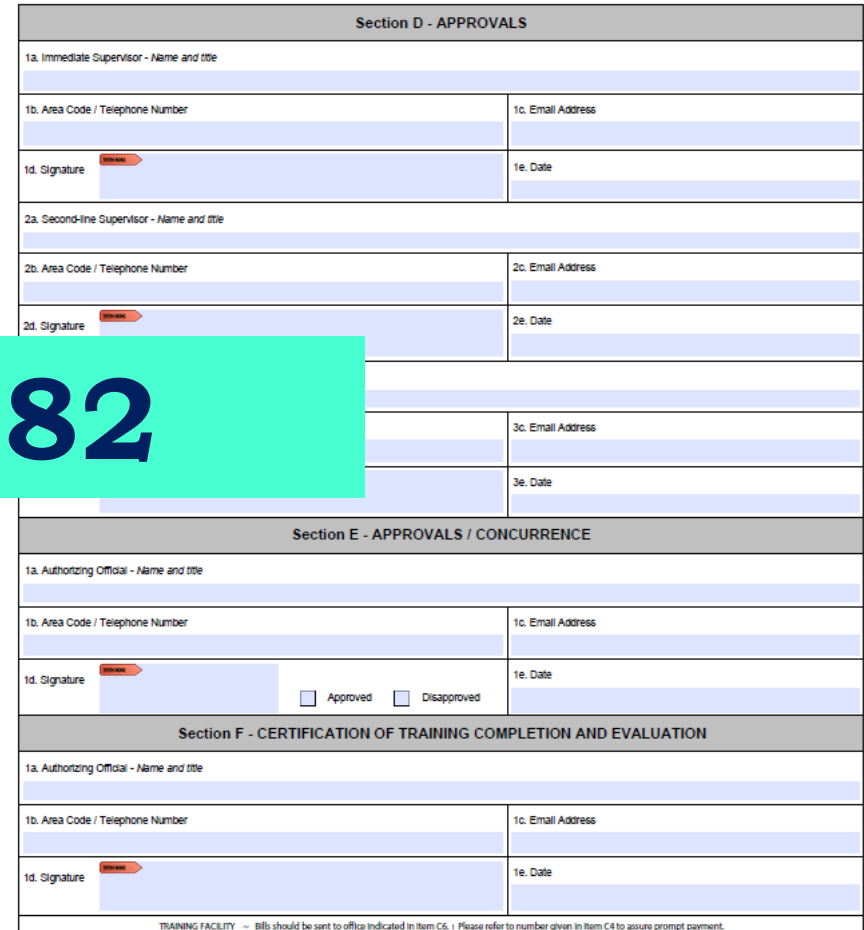
Training Request

(Technical Training, Professional Development Training, and Program Reviews)



- **Training cannot exceed \$4K to include travel and tuition**
- **A completed SF182 is required for training that has a tuition cost (ONLY use blocks 1a-1e)**
- **Course description**
- **Course cost from training provider**
- **IDP Summary noting the requirement to include city, state and dates of training for those without tuition cost**

****A COMPLETE and CORRECT package must be received.
Any incomplete or incorrect packages will be returned unprocessed.**





Training – With Tuition



Section D - APPROVALS	
1a. Immediate Supervisor - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
2a. Second-line Supervisor - Name and title	
2b. Area Code / Telephone Number	2c. Email Address
2d. Signature	2e. Date

Only 1a. through 1e.



Training – No Tuition



Naval Acquisition Development Program (NADP) Individual Development Plan (IDP) Summary - Entry Level Employee Engineering (ENG) Career Field

Employee:	Location:	Command:
-----------	-----------	----------

1. Competency Development: As identified on the multi-page NADP IDP.

2. Program Dates

Start/Entry on Duty (EOD)	
Promotion 1	
Promotion 2 (if applicable)	
Promotion 3 (4 Year NADP-WW only)	
Graduation	

3. Rotational Assignments: (2 Required. *If travel funding is required, NACC will fund the cost of 1 rotational assignment within program constraints. Homeport command funds travel cost overruns and any costs for additional rotational assignments.)

Command/Location (include city and state)	Planned Dates		Dates Rotation Performed	
Internal:		-		-
External*:		-		-

4. DAWIA Training Requirements (See Core Certification Standards at <http://catalog.dau.mil>) You must apply for certification in eACM.

Certification (field for comments)	Date Certified	
Level 1		
Level 2		
Additional DAU Courses (Not funded by DAU or NACC. Not continuous learning module.)	Course Code	Date Completed
One Additional 100 Level DAU Course (see MDP Guidance)		
One Additional 100 or 200 Level DAU Course (see MDP Guidance)		

5. Other Training Requirements

Training (Field for comments/course information)	Date Started	Date Completed
NADP Employee Orientation Training (online via TWMS)		
Acquisition Initial Leadership Development (AILD) (NACC funded)		
Technical Training Course (Command funded) City/state:		
Technical Training Course (NACC funded) City/state:		
Program Review (NACC funded) City/state:		

Submit updated IDP Summary with new signatures and dates to NACC_CAREER_MANAGEMENT@NAVY.MIL:

- Within 45 days of EOD
- 60 days prior to graduation

The signatures below acknowledge that you are aware of all NADP requirements and have read the policies outlined in the [NADP Operating Guide](#) and on the [NADP website](#). Your signature below further indicates that you verify the information on this form is accurate and correct.

Type Name	Sign	Date Signed
Employee		
Supervisor		
CFM		
Receipt acknowledged by NACC Career Manager		



Training - No Tuition



5. Other Training Requirements

Training (Field for comments/course information)		Date Started	Date Completed
NADP Employee Orientation Training (online via TWMS)			
Acquisition Initial Leadership Development (AILD) (NACC funded)			
Technical Training Course (Command funded)	City/state:		
Technical Training Course (NACC funded)	City/state:		
Program Review (NACC funded)	City/state:		

Document type of training here...



Training – No Tuition



The signatures below acknowledge that you are aware of all NADP requirements and have read the policies outlined in the [NADP Operating Guide](#) and on the [NADP website](#). Your signature below further indicates that you verify the information on this form is accurate and correct.

Type Name	Sign	Date Signed
Employee		
Supervisor		
CFM		
Receipt acknowledged by NACC Career Manager		

**...ensure you digitally sign and send to
NACC**



Trainings No Tuition - Associates



3. **Rotational Assignment/Technical Training Course (optional).** NACC will fund one rotation not to exceed 90 days within program funding constraints or one technical training course. Follow procedures outlined in the [NADP Operating Guide](#) to request funding.

1

Rotation/Technical Training Provide command/course name and location (include city & state)	Funding	Start Date	End Date
<input type="text"/>	NACC	<input type="text"/>	<input type="text"/>

2

Comments Regarding Any Section of this Form
<input type="text"/>

3

Homeport Signatures

Employee Signature:	<input type="text"/>
---------------------	----------------------

Supervisor Signature: (optional)	<input type="text"/>
-------------------------------------	----------------------

CFM Signature:	<input type="text"/>
----------------	----------------------

NACC Signature

Receipt Acknowledged by NACC Career Manager:	<input type="text"/>
---	----------------------



QUESTIONS?